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THE ADJUTANT GENERAL
MAJOR GENERAL DAVID P. RATA CZAK
DIRECTOR


AZAA-ZA

7 September 2004

MEMORANDUM FOR Full-time Employees, Arizona National Guard

SUBJECT: New Flexible Work Schedule

1. This Memorandum serves as official notification for the adoption of a more flexible work schedule for full-time employees of the Arizona National Guard. Changes to employee schedules will be implemented with the first full pay period in October 2004 (beginning 3 October for Federal Technician and AGR Personnel, and 25 September for State Personnel).
2. The following details the official policies of how this work schedule will function.
 - a. Coverage will be five days per week for all offices - there will be no closed day.
 - b. Core work hours are from 0800-1530. Arrival/departure times for individual personnel will be set by the individual's supervisor. Authorized arrival times for work are between 0600-0800. Authorized departure times are between 1530-1730.
 - c. Basic work schedule will be 5-4-9; 4 nine hour days per week and 1 eight hour day per pay period, with day off for individual employees to be determined by supervisors.
 - d. Consideration will be given to requests for 4-4-10 schedules by functional areas such as Maintenance Shops. Approving authority will be The Adjutant General only.
 - e. Employees may elect to stay on the current 5 day, 8 hour schedule.
3. Any additional administrative instructions will be published by the Human Resources Office/Technician Pay Section, or the State Personnel Office.


DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General